

User Manual For CST Registration



Himachal Pradesh Excise and Tax Department

Prepared By:



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1. Introduction

To initiate the CST Registration process, dealers are required to provide certain essential information. Dealers must be registered with VAT and received a VAT Acknowledgement No/ TIN No. By giving TIN No the data will be auto-fetched. By carefully filling out these forms and submitting the necessary documentation, businesses can complete the CST Registration process successfully.

1.1. Workflow

The workflow in CST Registration typically includes the following users of the HP ETD such as:

Dealer → District Officer (DCSTE) → Circle Officer (ACSTE) → Field Officer (STEO)

- Before registering CST, Dealer needs to do VAT registration first.
- Dealer submits the CST registration form to the District Officer.
- Applications will be visible to the District Officer (DCSTE) of the respective district.
- District Officer (DCSTE) checks the application and assigns task to Circle Officer.
- District Officer (DCSTE) downloads the Registration Certificate.
- Circle Officer (ACSTE) checks the application and assigns the task to Field Officer.
- Circle Officer (ACSTE) approves and submits the report.
- Circle Officer (ACSTE) generates the hearing notice.
- Field Officer (STEO) checks the application and submits the report.

2. VAT Registration

2.1. Getting Started (Dealer)

To start the application:

1. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
2. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
3. Once the web site is connected the Home page will appear as shown below (Fig-1).
4. On the left hand side of the home page there is a VAT Registration link. Click on this link.

Fig-1: Home Page

5. A new screen will open (Fig-2). This screen displays the details required to be filled by the dealer to apply for new registration.
6. To apply for the new registration, dealer has to fill all the details of Form VAT 1.
7. Dealer has to fill the details of “Name of Business” page shown (Fig-2).

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FORM VAT-1 Registration

Application for the grant of VAT/GENERAL registration under section 14 of the Himachal Pradesh Value Added Tax Act, 2005.

1 Name of Business 2 Bank Details 3 Annexure-I 4 Annexure-II 5 Annexure-III 6 Annexure-IV 7 Annexure-V

I/We _____, Proprietor/Manager (duly authorised)/ Partner(s)/Karta of HUF/Principal Officer managing the business/affairs of the Company/Society/Association of persons/Club/Head of the Department or any other officer duly authorised by him in writing, of the business, details of which are given below, hereby apply on behalf of the said business for grant of a certificate of registration under the Himachal Pradesh Value Added Tax Act, 2005

1. NAME OF BUSINESS

Name as per PAN*: _____ Trade Name*: _____

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS

Principal Place of Business: _____ House No./Address: _____ Village/Town/City*: _____

State: Himachal Pradesh Zone: --Select-- District*: --Select--

Circle*: --Select-- Telephone No: _____ Fax No: _____

Mobile No*: _____ Email ID*: _____

3. PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961*

4. CONSTITUTION OF THE BUSINESS*

--Select--

5. NATURE OF BUSINESS*

--Select--

6. PRINCIPAL COMMODITIES IN WHICH BUSINESS IS DONE*

_____ Add More

7. EAC (ECONOMIC ACTIVITY CODE) (AS PER SCHEDULE-I APPENDED TO THE RULES)*

EAC: _____

8. BASIS OF INCURRING LIABILITY TO PAY TAX*

Import: _____ Export: _____ Sales Exceeding RS: _____ Registration Under Section 14(2): No

9. DATE OF LIABILITY*

dd-mm-yyyy

Next > Click on Next button

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Fig-2: Name of Business

❖ Name of Business

- **Name as per PAN-** Enter Name
- **Trade Name** – Enter Trade Name
- **Principal Place of Business** – Enter place
- **House No/ Address** – Enter house no
- **Village/Town/City** – Enter village
- **State-** Select State from dropdown
- **Zone-** Select Zone from dropdown
- **District-** Select District from dropdown
- **Circle-** Select Circle from dropdown
- **Telephone No-** Enter telephone number
- **FAX No-** Enter FAX number
- **Mobile No-** Enter mobile number
- **Email Id-** Enter email id

- **PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961** - Enter number
 - **CONSTITUTION OF THE BUSINESS**- Select business from dropdown
 - **NATURE OF BUSINESS** - Select business nature from dropdown
 - **PRINCIPAL COMMODITIES IN WHICH BUSINESS IS DONE** - Enter commodities
 - **EAC (ECONOMIC ACTIVITY CODE) (AS PER SCHEDULE-I APPENDED TO THE RULES)** - Enter EAC
 - **Import** - Enter Import
 - **Export** - Enter Export
 - **Sales Exceeding RS** – Enter amount
 - **Registration Under Section 14(2)**- Select registration from dropdown (Yes/No)
 - **DATE OF LIABILITY** – Select date
8. After filling all the details in “Name of Business” page, click on Next button.
 9. On clicking Next button, “Bank Details” page will appear (Fig-3).

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1 Name of Business
2 Bank Details
3 Annexure-I
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7 Annexure-V

10. DETAILS OF BANK ACCOUNT(S) OF PERSONS HAVING INTEREST IN THE BUSINESS*

Name of Bank with address:* --Select--	Type Of Account:* --Select--	Account Number:* <input type="text"/>
---	---------------------------------	--

[Add More](#)

11. DETAILS OF IMMOVABLE PROPERTIES OWNED WHOLLY OR PARTLY BY PERSONS HAVING INTEREST IN THE BUSINESS*

Name of the owner:* ereee	Description Of Properties:* <input type="text"/>	Address where Property is situated:* <input type="text"/>
Approximate Value:* <input type="text"/>	Share Percentage:* <input type="text"/>	

[Add More](#)

12. SCRIPT IN WHICH ACCOUNT BOOK ARE MAINTAINED

--Select--

13. THE NAMES, ADDRESSES AND OTHER DETAILS OF THE PROPRIETOR, EACH OF THE PARTNER OR MEMBER, KARTA OF HINDU UNDIVIDED FAMILY AND EACH DIRECTOR (IN CASE OF PRIVATE LIMITED COMPANY) ARE ATTACHED AS PER ANNEXURE-I

UPLOAD PHOTO

[Choose File](#) No file chosen

14. ATTESTED COPY OF THE PARTNERSHIP DEED /MEMORANDUM OF ASSOCIATION AND ARTICLES OF ASSOCIATION/ OTHER AGREEMENT/ DOCUMENT----- IS/ ARE ENCLOSED.

UPLOAD PHOTO

[Choose File](#) No file chosen

15. THE DETAILS OF ADDITIONAL PLACE(S) OF BUSINESS ARE ATTACHED AS PER ANNEXURE-II

UPLOAD PHOTO

[Choose File](#) No file chosen

16. THE LIST OF GOODS REQUIRED TO BE PURCHASED FOR USE IN MANUFACTURE, TELECOMMUNICATION NETWORK, GENERATION OR DISTRIBUTION OF ELECTRIC ENERGY OR OTHER POWER CAPTIVE USE OR PACKING OF GOODS AND USE AS CAPITAL GOODS IS ATTACHED AS PER ANNEXURE-III

UPLOAD PHOTO

[Choose File](#) No file chosen

17. THE DETAILS OF SECURITY FURNISHED ARE ATTACHED AS PER ANNEXURE-IV

UPLOAD PHOTO

[Choose File](#) No file chosen

18. PASSPORT SIZE (SELF-SIGNED) PHOTOGRAPHS OF THE PROPRIETOR, EACH OF THE PARTNER, KARTA OF HINDU UNDIVIDED FAMILY AND EACH DIRECTOR (IN CASE OF PRIVATE LIMITED COMPANY) ECT. ARE PASTED BELOW*

	Name* ereee	
	Status* --Select--	
	Passport size photo* Choose File No file chosen	

[Add New](#)

and one such photograph (self-signed) of each of the concerned attached.

VERIFICATION

I/We ereee do hereby solemnly affirm and declare that the information contained in this application, including Annexures attached herewith, is true and correct to the best of my/our knowledge and belief.

Place* Status* --Select--

Date* Full Name*

DECLARATION

1. I/We hereby undertake to abide by the provisions of the Himachal Pradesh Value Added Tax Act, 2005 and the Himachal Pradesh Value Added Tax Rules, 2005.

2. A signboard in the name of my/our business has already been displayed at all the business premises.

3. The books of accounts in respect of the said business are being maintained and shall be found at the said business premises.

Place* Status* --Select--

Date* Full Name*

Click on Previous button

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Click on Next button

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Fig-3: Bank Details

❖ **Bank Details**

- **Name of the Bank with Address-** Select from dropdown
- **Type of Account-** Select from dropdown
- **Account Number-** Enter details
- **Description Of Property-** Enter details
- **Approximate Value-** Enter details
- **Share Percentage-** Enter details
- **SCRIPT IN WHICH ACCOUNT BOOK ARE MAINTAINED-** Select from dropdown
- **THE NAMES, ADDRESSES AND OTHER DETAILS OF THE PROPRIETOR, EACH OF THE PARTNER OR MEMBER, KARTA OF HINDU UNDIVIDED FAMILY AND EACH DIRECTOR –** UPLOAD PHOTO
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- **THE DETAILS OF ADDITIONAL PLACE(S) OF BUSINESS ARE ATTACHED AS PER ANNEXURE-II–** UPLOAD PHOTO
- **THE LIST OF GOODS REQUIRED TO BE PURCHASED FOR USE IN MANUFACTURE, TELECOMMUNICATION NETWORK, GENERATION OR DISTRIBUTION OF ELECTRIC ENERGY OR OTHER POWER CAPTIVE USE OR PACKING OF GOODS AND USE AS CAPITAL GOODS IS ATTACHED AS PER ANNEXURE-III. –** UPLOAD PHOTO
- **THE DETAILS OF SECURITY FURNISHED ARE ATTACHED AS PER ANNEXURE-IV–** UPLOAD PHOTO
- **Status-** Select from dropdown

10. Dealer has to fill the details of “Bank Details” page (Fig-3).

11. After filling all the details in “Bank Details” page, click on Next button.

12. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

13. On clicking Next button, “Annexure I” page will appear (Fig-4).

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FORM VAT-1 Registration

Application for the grant of VAT/GENERAL registration under section 14 of the Himachal Pradesh Value Added Tax Act, 2005.

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Name of Business
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Annexure-I
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Annexure-V

ANNEXURE-I TO BE ATTACHED WITH FORM VAT-1

Information about Proprietor, Manager (duly authorised), each Partner (in case of partnership business)/Director (in case of Private Company) separately, Karta of Hindu Undivided Family.

Full Name:*	Fathers Name:*	Status:*
<input type="text" value="ereee"/>	<input type="text"/>	<input type="text" value="Business Manager"/>

Extent Of interest in Business:

Permanent Address

House No./Address:	Village/Town/City:*	State:*
<input type="text" value="dsdf"/>	<input type="text" value="dsdfd"/>	<input type="text" value="--Select--"/>

District:*	Tehsil:	Pincode:
<input type="text" value="Kinnaur"/>	<input type="text"/>	<input type="text"/>

Present Address

House no./Address:	Village/Town/City:	State:
<input type="text" value="dsdf"/>	<input type="text" value="dsdfd"/>	<input type="text" value="--Select--"/>

District:	Tehsil:	Pincode:
<input type="text" value="Kinnaur"/>	<input type="text"/>	<input type="text"/>

Details Of All Immovable Properties Owned

Full Address where properties is Situated:*	Approximate Value:*	Extent of Share:*
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add More](#)

Particulars Of Other Business(S) In Which The Person Has Interest

Full address where property is situated:	Approximate Value:*	Extent Of Share:*
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add More](#)

VERIFICATION

The above details are true and complete to the best of my knowledge and belief and nothing has been concealed therefrom

Place:*	Date:*
<input type="text" value="test"/>	<input type="text"/>

Click on Previous button

Click on Next button

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Fig – 4: Annexure-I

❖ **Annexure-I**

- **Fathers Name** – Enter the details
- **Extent Of interest in Business-** Enter the details
- **State-** Select from dropdown
- **Tehsil-** Enter the details
- **Pincode-** Enter the details
- **Full Address where properties is Situated-** Enter the details
- **Approximate Value-** Enter the details
- **Extent of Share-** Enter the details
- **Date-** Select from date

14. Dealer has to fill the details of “Annexure I” page (Fig-4).
15. After filling all the details in “Annexure I” page, click on Next button.
16. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
17. On clicking Next button, “Annexure II” page will appear (Fig-5).

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ANNEXURE-II (To Be Attached With Form VAT-1)

Details Of Additional Places Of Business

Branch Name:*

Use Of Premises:*

If Other Please Specify:

House No./Address:

Village/Town/City:*

State:*

District:*

Tehsil:*

Pincode:

Std Code:

Telephone No:

[Add More](#)

VERIFICATION

The above details are true and complete to the best of my knowledge and belief and nothing has been concealed therefrom. I further declare that I shall inform the appropriate Assessing Authority whenever there is a change in the information provided in this Annexure.

Place:* Date:*

Click on Previous button

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Click on Next button

Fig-5: Annexure-II

❖ **Annexure-II**

- **Branch Name-** Enter the details
- **Use Of Premises** - Select from dropdown
- **If Other Please Specify** - Enter the details
- **Tehsil-** Enter the details
- **Pincode** - Enter the details
- **Std Code-** Enter the details
- **Date** – Select from date

18. Dealer has to fill the details of “Annexure II” page (Fig-5).
19. After filling all the details in “Annexure II” page, click on Next button.
20. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
21. On clicking Next button, “Annexure III” page will appear (Fig-6).

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ANNEXURE-III (To Be Attached With Form VAT-1)

The List of goods required to be purchased for use in manufacture, telecommunication, eneration or distribution of electricity or other form of power, packing of goods and use as capital goods .

Purpose For Which Required:*

Description Of Goods:*

[Add More](#)

Place:*

Date:*

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Fig-6: Annexure-III

❖ **Annexure- III**

- **Purpose For Which Required-** Select from dropdown
- **Description Of Goods-** Select from dropdown
- **Date-** Select from date

22. Dealer has to fill the details of “Annexure III” page (Fig-6).
23. After filling all the details in “Annexure III” page, click on Next button.
24. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
25. On clicking Next button, “Annexure IV” page will appear (Fig-7).

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Annexure-V

Details Of Security Furnished

Type Of Security:*	Amount:*	Tin Of Surety:*
--Select--	<input type="text"/>	<input type="text"/>
Name of the surety:*	Date of expiry (in case of bank guarantee):	Trade Name:
<input type="text"/>	dd-mm-yyyy <input type="text"/>	test
Status of Trade:*		
--Select--		

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VERIFICATION

The above details are true and complete to the best of my knowledge and belief and nothing as been concealed therefrom. I further declare that I shall inform the appropriate Assessing Authority whenever there is a change in the information provided in this Annexure.

Place:* Full Name:*

Date:* Status:*

Click on Previous button

Click on Next button

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Fig-7: Annexure-IV

❖ **Annexure- IV**

- **Type Of Security-** Select from dropdown
- **Amount-** Enter the details
- **Tin Of Surety-** Enter the details
- **Name of the surety-** Enter the details
- **Date of expiry (in case of bank guarantee)-** Select from date
- **Status of Trade-** Select from dropdown
- **Date-** Select from date

26. Dealer has to fill the details of “Annexure IV” page (Fig-7).

27. After filling all the details in “Annexure IV” page, click on Next button.

28. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

29. On clicking Next button, “Annexure V” page will appear (Fig-8).

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- e-Payment (Unregistered)
- e-Payment Toll
- e-Registration
- e-Payment
- e>Returns
- Removal of Excisable Intoxicants
- e-Declaration (VAT-XXVI-A)
- e-Declaration (VAT-XXVI)
- e-CST Forms Request
- e-CST Forms Cancellation
- Validate e-CST Forms
- Validate Signed PDF
- e-Track Status
- e-Communication

REFERRAL WEBSITES

- GST Website
- Govt. of Himachal Pradesh
- Finance Department
- Budget-India
- Budget of Himachal Pradesh
- VAT Related Sites
- TINXSYS
- e-Samadhan
- e-Salary
- PMIS
- Excise e-Governance

HELPLINE NO

- VAT & EXCISE 1800-180-8066
- GST Helpline 1800-180-8067

FORM VAT-1 Registration

Application for the grant of VAT/GENERAL registration under section 14 of the Himachal Pradesh Value Added Tax Act, 2005.

1
2
3
4
5
6
7

Name of Business Bank Details Annexure-I Annexure-II Annexure-III Annexure-IV Annexure-V

(To Be Attached With Form VAT-1)

Details Of Stock Of Goods (Other Than Capital Goods) As On 31.03.2005

- Total value of the stock as on 31.03.2005: Rs.
- Value of goods out of (1) above which are lying in the form in which these were purchased: Rs.
- Value of manufactured goods including goods in Rs. process(in case of a manufacturing concern):

4. Break-up of value of goods at (2) above:

Value of stock of goods as on 31.03.2005 (in Rs.):*	Rate of tax*	Value of goods*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax element in value*	Tax free goods*	Taxable goods (purchased without payment of tax)*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Value of goods purchased from outside the State*	Total*	
<input type="text"/>	<input type="text"/>	

5. Break up of value of goods used in the manufacture of goods at (3) above:

Total Value (in Rs.):*	Value of goods purchased within the State (in Rs.):*	Rate of tax*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Value of goods*	Tax element in value*	Tax free goods*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Taxable goods. (purchased without payment of tax)*	Value of goods purchased from outside the State*	
<input type="text"/>	<input type="text"/>	

VERIFICATION

The above details are true and complete to the best of my knowledge and belief and nothing has been concealed therefrom.

Place:* Full Name:*

Date:* Status:*

Click on Previous button

← <<Prev
Next>> →

Click on Next button

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Fig-8: Annexure-V

❖ **Annexure- V**

- **Total value of the stock as on 31.03.2005: Rs.(INR)-** Enter the details
- **Value of goods out of (1) above which are lying in the form in which these were purchased-** Enter the details
- **Value of manufactured goods including goods in Rs-** Enter the details
- **Value of stock of goods as on 31.03.2005-** Enter the details
- **Rate of tax-** Enter the details
- **Value of goods-** Enter the details
- **Tax element in value-** Enter the details
- **Tax free goods-** Enter the details
- **Taxable goods-** Enter the details
- **Value of goods purchased from outside the State-** Enter the details
- **Total-** Enter the details
- **Total Value-** Enter the details
- **Value of goods purchased within the State (in Rs.)-** Enter the details
- **Rate of tax-** Enter the details
- **Value of goods-** Enter the details
- **Tax element in value-** Enter the details
- **Tax free goods-** Enter the details
- **Taxable goods. -** Enter the details
- **Value of goods purchased from outside the State-** Enter the details
- **Date-** Select the date

30. Dealer has to fill the details of “Annexure V” page (Fig-8).

31. After filling all the details in “Annexure V” page, click on Next button.

32. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

33. On clicking Next button, a pop-up “ Are you sure you want to submit the application” will appear (Fig-9).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

24000	203.193.144.19 says	665
Value of goods*	the application	
655555	Click on Submit button ← OK Cancel	Tax free goods*
		4444
Taxable goods. (purchased without payment of tax)*	Value of goods purchased from outside the State*	
66666	555555	

VERIFICATION

The above details are true and complete to the best of my knowledge and belief and nothing has been concealed therefrom.


Place:*	Full Name:*
test	ereee
Date:*	Status:*
20-06-2023	Business Manager

Click on Previous button ← **<<Prev** **Next>>** → **Click on Next button**

Fig-9

34. On click of Submit, Acknowledgement Receipt will be generated and the following screen will be displayed (Fig-10). Take a print out of this receipt for future use.

Your Application Has Been Successfully Submitted
Acknowledgement No : 5307072567497742



This page confirms that your application has been received and sent to a concern office for verification.

Click on Print button ← **Print / Save**

Fig-10: Confirmation Screen

2.2. Getting Started (District Officer)

To start the application:

35. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
36. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
37. Once the web site is connected the Home page will appear as shown below (Fig-11).
38. On the left hand side of the home page there is a login section.

The screenshot shows the home page of the HP-VAT system. On the left, there is a 'LOGIN' section with a 'Login Here' heading, input fields for 'Username', 'Password', and 'Captcha', a 'Login' button, and a 'Forgot Password' link. Below this are sections for 'LINKS' (VAT Registration, CST Registration, CGCR Registration, PGT Registration), 'DEALER LISTING' (Dealer Search), and 'GST' (GST Registration, Know your GST). The main content area is titled 'Welcome' and features a profile of Shri Sukhvinder Singh Sukhu, Hon'ble Chief Minister. It includes his 'Vision' (Towards Economic Self Reliance) and 'Mission of ETD' (Mobilizing Public Revenue for social and economic development of the State through effective Tax Administration in a symbiotic business environment). To the right, the 'WHAT'S NEW' section lists several updates, including the Himachal Pradesh Sadhbhawana Legacy Cases Resolution Scheme, 2023- procedure, and amendments in VAT rate on Diesel. At the bottom, there are four utility sections: 'General' (Post Query, Feedback, Checklist & Procedure, Draft GST Return Design, Principles And Formats, Comment / Feedback input on GST Returns and Design forms), 'View' (GST FAQ, VAT FAQ, Tenders, Advertisement), 'Form Finder' (GST Form, VAT Forms, CST Forms, CGCR Forms, PGT Forms, M&TP Forms, Downloads), and 'Tax Haat Corner' (Submit Query, View Status of Query).

Fig-11: Home Page

39. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
40. Click on " Login" button will redirect the user to the listing page (Fig-12).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List ← Back

Show entries Search:

Sl. #	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE <input type="button" value="View"/>
2	4669911463021174	BNM	ABC	SLID-MOTO	09812345678	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully TIN No : 02101101010 Download Registration Certificate <input type="button" value="View"/>
3	8792515646948710	Travel	Umesh Sharma	NORMAL	09817564321	21/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark <input type="button" value="View"/>
4	8019612492852303	ssssssssss RRRTTTT	Susmita Ss	NORMAL	06985745896	19/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE <input type="button" value="View"/>
5	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	ACSTE-Sanjauli	19/08/2023	Approved	STEO-Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112119 Download Registration Certificate <input type="button" value="View"/>
6	1432770369160147	ABC	ABC TRADERS	NORMAL	09114809461	18/08/2023	ACSTE-Mall Road	18/08/2023	Approved	STEO-Mall Road	18/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Hearing Notice List Approved Successfully TIN No : 0210110101115

Fig-12: DO Listing Page

41. District Officer (DCSTE) can view the application by clicking the “View” button on the Action column.
42. By clicking “View” button, the application details will appears

View Details ← Back

1

2

3

4

5

6

7

Name of Business

Bank Details

Annexure-I

Annexure-II

Annexure-III

Annexure-IV

Annexure-V

I/We ABC Proprietor/Manager (duly authorised)/ Partner(s)/Karta of HUF/Principal Officer managing the business/affairs of the Company/Society/Association of persons/Club/Head of the Department or any other officer duly authorised by him in writing, of the business, details of which are given below, hereby apply on behalf of the said business for grant of a certificate of registration under the Himachal Pradesh Value Added Tax Act, 2005

1. NAME OF BUSINESS
Name as per PAN: ABC Trade Name: KFC
2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS
Principal Place of Business: Shimla House No./Address: Shimla Village/Town/City: Shimla
State: Himanchal Pradesh Zone: South Zone District: Shimla
Circle: Mall Road Telephone No: Fax No:
Mobile No: 09865221250 Email ID: umeshsharma84424@gmail.com
3. PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961.
AYFPT5991E
4. CONSTITUTION OF THE BUSINESS

Fig- 13: View Page

43. District Officer (DCSTE) can assign a Circle Officer (ACSTE) by clicking the “Assign to ACSTE” button in Action Column
44. While clicking “Assign to ACSTE” button, a screen will appear where District Officer (DCSTE) can select a Circle Officer (ACSTE) from the dropdown (Fig-14) .

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List

Show 10 entries

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	9179586869581243	KFC	ABC	NO			Not Assigned		Not Assigned		Not Assigned	Assign to ACSTE View	
2	4669911463021174	BNM	ABC	SUD			Not Assigned		Not Assigned		Not Assigned	Approved Successfully TIN No : 02101101010 Download Registration Certificate View	
3	8792515646948710	Travel	Umesh Sharma	NO			Pending		Not Assigned		Not Assigned	DCSTE Forward Remark View	
4	8019612492852303	ssssssssss	Susmita	NO			Not Assigned		Not Assigned		Not Assigned	Assign to ACSTE View	
5	80500302202			NO		19/08/2023	Approved		STEO-Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112119 Download Registration Certificate View	

Fig-14: Assign to Circle Officer (ACSTE) Page

❖ **Assign To Circle Officer (ACSTE)**

- **Circle Incharge Officers** – Select from dropdown
- **Remark** – Enter the details

45. After selecting Circle Incharge Officers and entering the remark, click on “Assign to ACSTE” and the task will be assigned to that Circle Incharge Officers.
46. District Officer (DCSTE) can click “Cancel” button to cancel the assign to Circle Officer (ACSTE)screen.
47. After assigning a Circle Officer, then a Successful message will appears (Fig-15).

VAT Registration List

Application forwarded to ACSTE successfully

Show 10 entries

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark View
2	4669911463021174	BNM	ABC	SUD-MOTO	09812345678	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully TIN No : 02101101010 Download Registration Certificate View
3	8792515646948710	Travel	Umesh Sharma	NORMAL	09817564321	21/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark View
4	8019612492852303	ssssssssss RRRTTT	Susmita Ss	NORMAL	06985745896	19/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE View

Fig-15: Successful Assign Page

48. District Officer (DCSTE) can checks the verification report by clicking the “Show Verify Report” button in the ‘Action’ column.
49. While clicking “Show Verify Report” button, a screen will appear where District Officer (DCSTE) can checks “Verify Report”. (Fig-17)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Sl.	Firm Name	Owner Name	District	Email ID	Mobile No.	Registered Date	Assigned Circle Officer Details			Assigned Field Officer Details			Action
							Name	Date	Status	Name	Date	Status	
1	Mobile									Not Assigned	Not Assigned	View	
2	NARESH ENTERP									Not Assigned	Not Assigned	View	
3	UAT Tra									Not Assigned	Not Assigned	Approved Successfully Tin No : 021011010710 Download Registration Certificate Show Verify Report View	
4	UAT Tra									Not Assigned	Not Assigned	View	
5										Not Assigned	Not Assigned	Assign to Circle Officer View	
6										Not Assigned	Not Assigned	View	
7	PNG									Pending	Assigned to Field Officer.	Show Verify Report View	
8	PPL									Not Assigned	Not Assigned	View	
9	Chopra Group of Company									19-06-2023	Inspected	Hearing Notice List (2) Approved Successfully Tin No : 02101101126 Download Registration Certificate Show Verify Report View	

Verify Report

Inspection No 1

Circle Officer Remark	:	fgfbxdfs
Contact Person Name	:	BBCU Chopra
Contact Person Designation	:	grghrthbt
Business Name	:	Chopra Group of Company
Mobile No.	:	09558402598
Appointment Date Time	:	22-06-2023 03:15:52

Inspection Remarks

trhtjrtr

Check List

1. Site visit to the business premises - verification thereof.
2. Submission of report with recommendations for registration or otherwise.

Un Check List

1. Verification / report on any matter specifically desired by the assessing authority.
2. Verification of genuineness of sureties.
3. Verification of stock.

Fig-17: Verify Report Page

50. District Officer (DCSTE) can download the registration certificate by clicking “Download Registration Certificate” button in the ‘Action’ column.
51. By clicking “Download Registration Certificate” button, the certificate will be downloaded in PDF format (Fig-18).

DEPARTMENT OF STATE TAXES AND EXCISE

Government of Himachal Pradesh



FORM VAT-IV
[See rule 5(1)]

CERTIFICATE OF REGISTRATION (GENERAL /VAT REGISTRATION)

TIN : 021011010710

DISTRICT : Shimla

This is to certify that the business known as M/s UAT Trader whose principal place of business in Himachal Pradesh is situated at Shimla town/village Shimla post office Tehsil District Shimla has been registered as a dealer/person under sub-section (1)/(2) of section 14 of the Himachal Pradesh Value Added Tax Act,2005.

2. The business is

Sr.No	Principal Activities
1	

and has additional places of Business at

Sr.No.	Branch Name	Business Type	Address
1.	Shimla	Factory	Shimla, Shimla, Himachal Pradesh

Fig-18: Registration Certificate

52. District Officer (DCSTE) can check the hearing notice by clicking the "Hearing Notice" button in the 'Action' column only after Circle office rejects the application .
53. While clicking "Hearing Notice" button, a "Hearing Notice List" will appear where District Officer (DCSTE) can check the hearing notice details. (Fig-19)

Hearing Notice List Back

Show entries Search:

Sl.	Deficiencies	Hearing Date	Hearing Time	Stamp & Signature	Reason	Hearing Notice PDF
1	rfwafw	21-Jun-2023	03:00		ffrwaefwe	Chopra Group of Company1687168073.pdf
2	rfwafw	21-Jun-2023	03:00		ffrwaefwe	Chopra Group of Company1687168077.pdf

Showing 1 to 2 of 2 entries Previous Next

Fig-19: Hearing Notice List Page

2.3. Getting Started (Circle Officer)

To start the application:

54. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
55. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
56. Once the web site is connected the Home page will appear as shown below (Fig-20).
57. On the left hand side of the home page there is a login section.

Fig-20: Home Page

58. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
59. Click on " Login" button will redirect the user to the listing page (Fig-21).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Co sanjauli
Circle officer (ACSTE)

VAT Registration List

Show 10 entries

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	9179586869581243	KFC	ABC	NORMAL	09865221230	21/08/2023	ACSTE-Sanjauli			Not Assigned		DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report Reject View	
2	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	ACSTE-Sanjauli	19/08/2023	Approved	STEO-Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112119 View

Click on Assign button

Fig-21: CO Listing Page

60. Circle Officer (ACSTE) can assign a Field Officer (STEO) by clicking the “Assign Task for Report and Verification” button in Action Column

61. While clicking “Assign Task for Report and Verification” button, a screen will appear where Circle Officer (ACSTE) can select a Field Officer (STEO) from the dropdown (Fig-22).

VAT Registration List

Show 10 entries

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	9179586869581243	KFC	ABC	NORMAL	09865221230	21/08/2023	ACSTE-Sanjauli			Not Assigned		DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report Reject View	
2	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	ACSTE-Sanjauli	19/08/2023	Approved	STEO-Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112119 View
3	1055795670305854	gfglbfon	dderty	NORMAL	08987676767	15/08/2023	ACSTE-Sanjauli			Not Assigned			DCSTE Forward Remark Approved Successfully TIN No : 0210110112111 Download Registration Certificate View

Assign Task for Report and Verification

Verifying Officers
 -- Select --

Remark

Assign Task for Report and Verification
 Cancel

Fig-22: Assign to Field Officer (STEO) Page

❖ Assign Task for Report and Verification

- **Verifying Officers** – Select from dropdown
- **Remark** – Enter the details

62. After selecting Verifying Officers and entering the remark, click on “Assign Task for Report and Verification” and the task will be assigned to those Field Officers.

63. Circle Officer (ACSTE) can click “Cancel” button to cancel the assign to Field Officer (STEO) screen.

64. After assigning a Field Officer, then a Successful message will appear (Fig-23).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List

Application forwarded to Field officer for verification successfully

Show 10 entries

Search:

Sl.	Firm Name	Owner Name	District	Email ID	Mobile No.	Registered Date	Assigned Circle Officer Details			Assigned Field Officer Details			Action
							Name	Date	Status	Name	Date	Status	
1	trade abc	santosh	Shimla		09998888999	20-06-2023	co sanjauli	20-06-2023	Approved	fo sanjauli	20-06-2023	Inspected	Approved Successfully Tin No : 021011011211 Download Registration Certificate Show Verify Report View
2	Mobile shop	Amrit	Shimla		08899889988	20-06-2023	co sanjauli	20-06-2023	Approved	fo sanjauli	20-06-2023	Inspected	Approved Successfully Tin No : 021011010810 Download Registration Certificate Show Verify Report View
3	NARESH ENTERPRISES	NARESH SHARMA	Shimla		09418077104	20-06-2023	co sanjauli	20-06-2023	Forwarded for Inspection	fo sanjauli		Pending	Assigned to Field Officer. Show Verify Report View

Fig-23: Successful Assign Page

65. Circle Officer (ACSTE) can request to District Officer (DCSTE) to re-allocate other circle office if mistakenly it was forwarded to him. By clicking “Request to Re-Allocate Other CO” button on the action column, the page will appear. (Fig-24)

VAT Registration List													
Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report Reject View
2	8050030220273783	text trader	text user					19/08/2023	Approved	STEO-Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112119 View
3	1055795670305854	gfgbfn	dderty					15/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112111 Download Registration Certificate View

Fig-24: Reallocate page

66. In the reallocate page, click
67. Circle Officer (ACSTE) can approve the registration by clicking “Approve & Submit Report” button in the ‘Action’ column.
68. By clicking “Approve & Submit Report” button, “Initiate Advisory Details” page will appear (Fig-25)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Initiate Advisory Details

Appointment Details

Acknowledgment No: 4794400037944045	Business Name: ssd	* Appointment Date Time: dd-mm-yyyy --:--:41 --
* Contact Person Name: Amrit	Mobile No: 09999999999	Contact Person Designation:
Date Of Liability: 19-06-2023	Return Type: Select	

- Site visit to the business premises - verification thereof.
- Submission of report with recommendations for registration or otherwise.
- Verification / report on any matter specifically desired by the assessing authority.
- Verification of genuineness of sureties.
- Verification of stock.

* Remarks

Submit

Fig-25: Initiate Advisory Details

❖ Appointment Details

- **Appointment Date/Time-** Select date and time
- **Return Type-** Select from dropdown
- **Remarks-** Enter the details


69. After filling all the details of “Initiate Advisory Details”, Click on Submit button.

70. After clicking “Submit” button, The “TIN Number” will be generated (Fig-26).

Back

Application Has Been Approved Successfully

Tin No : 021011011213



Click below button to download certificate.

Click on download button

Download

Fig-26: TIN No generated page

71. Circle Officer (ACSTE) can download the certificate by clicking “download” button (Fig-25)

72. Circle Officer (ACSTE) can reject the registration application by clicking “Reject” button in the ‘Action’ column.

73. By clicking “Reject” button, then a “Verification Failure” screen will appear (Fig-27).

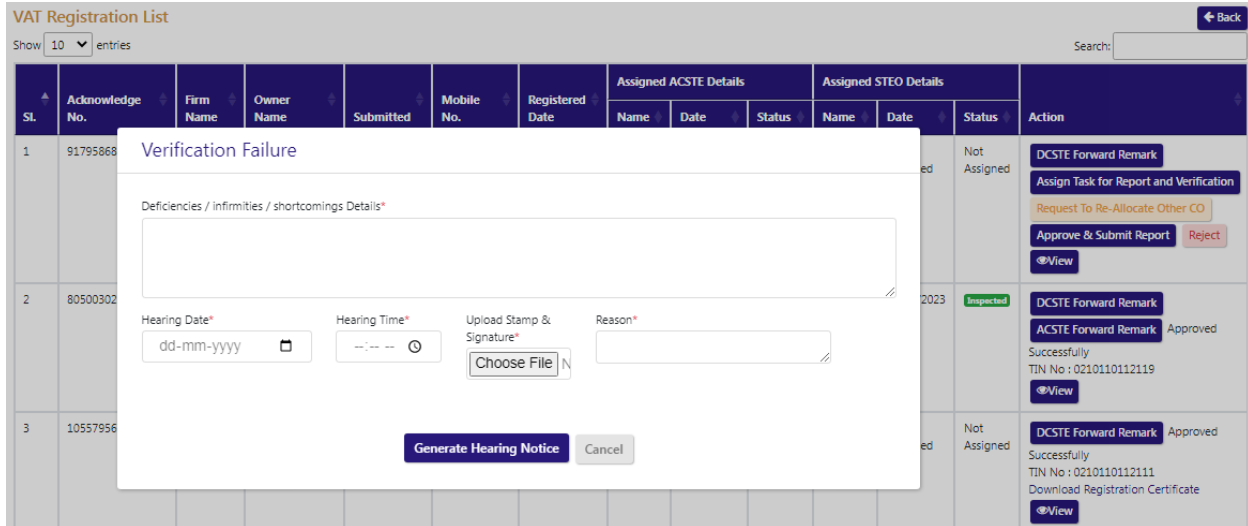


Fig-27: Verification Failure Page

❖ Verification Failure

- **Deficiencies / infirmities / shortcomings Details-** Enter the details
- **Hearing Date-** Select the date
- **Hearing Time-** Select the time
- **Upload Stamp & Signature-** Upload photo
- **Reason-** Enter the details

74. In “Verification Failure” page, Circle Officer (ACSTE) needs to fill all the details and then clicks on “Generate Hearing Notice”
75. While clicking a hearing notice will be sent to dealer’s email address and was notified in District Officer (DCSTE) listing page.
76. Circle Officer (ACSTE) can send a hearing notice for one time. After that Circle Officer (ACSTE) will Reject the registration application.
77. Circle Officer (ACSTE) can check the verification report by clicking the “Show Verify Report” button in the ‘Action’ column.
78. While clicking “Show Verify Report” button, a screen will appear where Circle Officer (ACSTE) can check “Verify Report”. (Fig-28)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List			Verify Report			Details			
Sl.	Acknowledge No.	Firm	Inspection No 1			Date	Status	Action	
11	2980698090208641	Shar...	ACSTE Remark	:	approval please	15/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 021011010167 View	
12	8609805036903020	tttttt	Conatct Person Name	:	Teena Thakur	14/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 0210165 View	
13	7436575885073434	Min...	Conatct Person Designation	:		Not Assigned	Not Assigned	DCSTE Forward Remark TIN No : 021011011262 View	
14	303156163241575	Vat t...	Business Name	:	tia enterprises	04/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 021011011249 View	
15	6032651546887597	VAT	Mobile No.	:	07591008626	04/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 021011010150 View	
			Site Inspection Date & Time	:	23/06/23 11:00:00				
			Inspection Remarks	approved					
			Check List	1. Site visit to the business premises - verification thereof. 2. Submission of report with recommendations for registration or otherwise. 3. Verification / report on any matter specifically desired by the assessing authority.					
			Un Check List	1. Verification of genuineness of sureties. 2. Verification of stock.					

Fig-28: Verify Report Page

79. District Officer (DCSTE) can view the application by clicking the “View” button on the Action column.

80. By clicking “View” button, the application details will appears (Fig-29).

View Details Back

- Name of Business
- Bank Details
- Annexure-I
- Annexure-II
- Annexure-III
- Annexure-IV
- Annexure-V

I/We Priyanka Sharma , Proprietor/Manager (duly authorised)/ Partner(s)/Karta of HUF/Principal Officer managing the business/affairs of the Company/Society/Association of persons/Club/Head of the Department or any other officer duly authorised by him in writing, of the business, details of which are given below, hereby apply on behalf of the said business for grant of a certificate of registration under the Himachal Pradesh Value Added Tax Act, 2005

1. NAME OF BUSINESS

Name as per PAN: Priyanka Sharma Trade Name: Sharma Construction

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS

Principal Place of Business: Mall Road House No./Address: Mall Road 90(BC) Village/Town/City: Mall Road
 State: Himanchal Pradesh Zone: South Zone District: Shimla
 Circle: Mall Road Telephone No: 9857458 Fax No: 5236568
 Mobile No: 02365987451 Email ID: 0007.susmita@gmail.com

3. PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961.

APTPJ6284Q

4. CONSTITUTION OF THE BUSINESS

Other %^&^%\$#%^&ghjghsaahbc45261763The word has been referenced to in a Hindu scripture mantra worshipping the Hindu goddess Sharada and is mentioned to have resided in the land of kashmira or which might have been a reference to the Sharada Peeth the Buddhist scholar and Chinese traveller, called Kashmir kia-dhi-milo, while some other Chinese accounts referred to Kashmir as ki-pin

5. NATURE OF BUSINESS

Others

Fig- 29: View Page

2.4. Getting Started (Field Officer)

To start the application:

81. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
82. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
83. Once the web site is connected the Home page will appear as shown below (Fig–30).
84. On the left hand side of the home page there is a login section.

Fig-30: Home Page

85. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
86. Click on " Login" button will redirect the user to the listing page (Fig-31).

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	DCSTE Forward Remark ACSTE Forward Remark Submit Field Report
2	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted
3	2495936860296945	RRT UIOF	WWERT	NORMAL	02365214552	10/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted

Fig-31: FO Listing Page

87. Field Officer (STEO) can view the application by clicking the "View" button on the Action column.

88. By clicking "View" button, the application details will appear (Fig-32).

View Details Back

1
 2
 3
 4
 5
 6
 7

Name of Business Bank Details Annexure-I Annexure-II Annexure-III Annexure-IV Annexure-V

I/We ABC Proprietor/Manager (duly authorised)/ Partner(s)/Karta of HUF/Principal Officer managing the business/affairs of the Company/Society/Association of persons/Club/Head of the Department or any other officer duly authorised by him in writing, of the business, details of which are given below, hereby apply on behalf of the said business for grant of a certificate of registration under the Himachal Pradesh Value Added Tax Act, 2005

1. NAME OF BUSINESS

Name as per PAN: ABC Trade Name: KFC

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS

Principal Place of Business: Shimla House No./Address: Shimla Village/Town/City: Shimla
 State: Himanchal Pradesh Zone: South Zone District: Shimla
 Circle: Mall Road Telephone No: Fax No:
 Mobile No: 09865221250 Email ID: umeshsharma84424@gmail.com

3. PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961.

AYFPT5991E

Fig-32: View Page

89. Circle Officer (ACSTE) can approve the registration by clicking "Submit Field Report" button in the 'Action' column.

90. By clicking "Submit Field Report" button, "Initiate Advisory Details" page will appear (Fig-33)

Initiate Advisory Details

Appointment Details

Acknowledgment No: Business Name: * Appointment Date Time:

* Contact Person Name: Mobile No.: Contact Person Designation:

Date Of Liability: Return Type:

1 Site visit to the business premises - verification thereof.

2 Submission of report with recommendations for registration or otherwise.

3 Verification / report on any matter specifically desired by the assessing authority.

4 Verification of genuineness of sureties.

5 Verification of stock.

* Remarks

Click on Submit button

Fig-33: Initiate Advisory Details

❖ **Appointment Details**

- **Appointment Date/Time-** Select date and time
- **Return Type-** Select from dropdown

- **Remarks-** Enter the details

91. After filling all the details of “Initiate Advisory Details”, Click on Submit button.
92. After submitting the details, then a successful message will appear on the screen and the data will reflect in Circle Officer (ACSTE)screen. (Fig-33)
93. Field Officer (STEO)can checks the verification report by clicking the “Report Submitted” button in the ‘Action’ column.
94. While clicking “Report Submitted” button, a screen will appear where Field Officer (STEO)can checks “Verify Report”. (Fig-34)

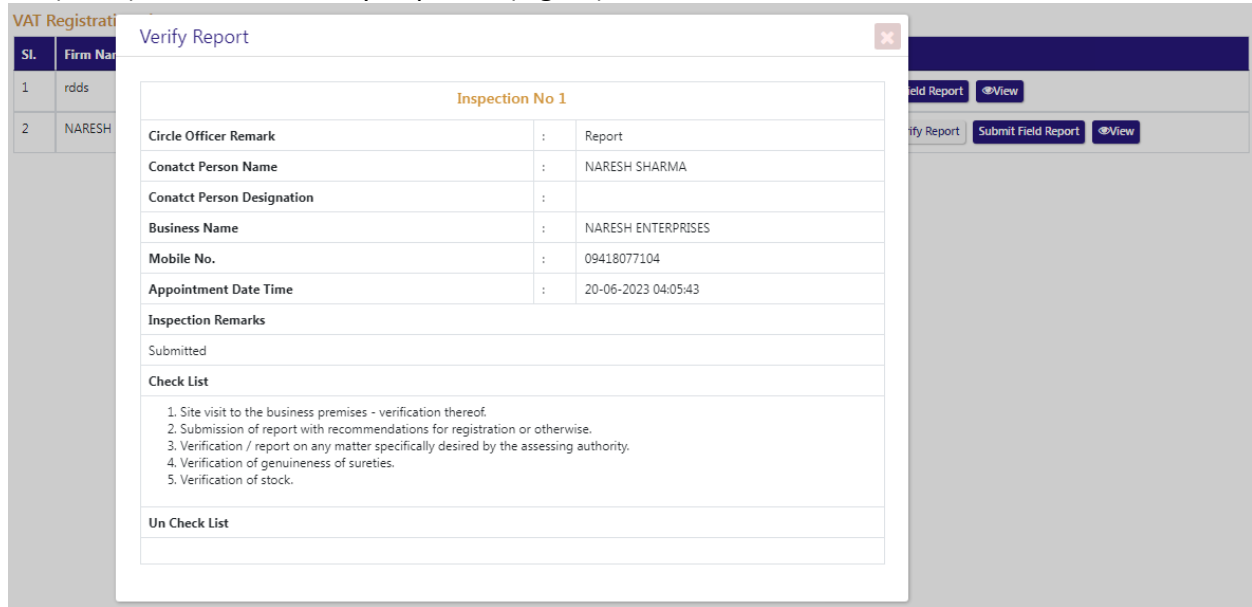


Fig-34: Verify Report Page

95. Field Officer (STEO)can view the District Officer (DCSTE) remark by clicking “DCSTE Forward Remark” button in the ‘Action’ column. (Fig-35)

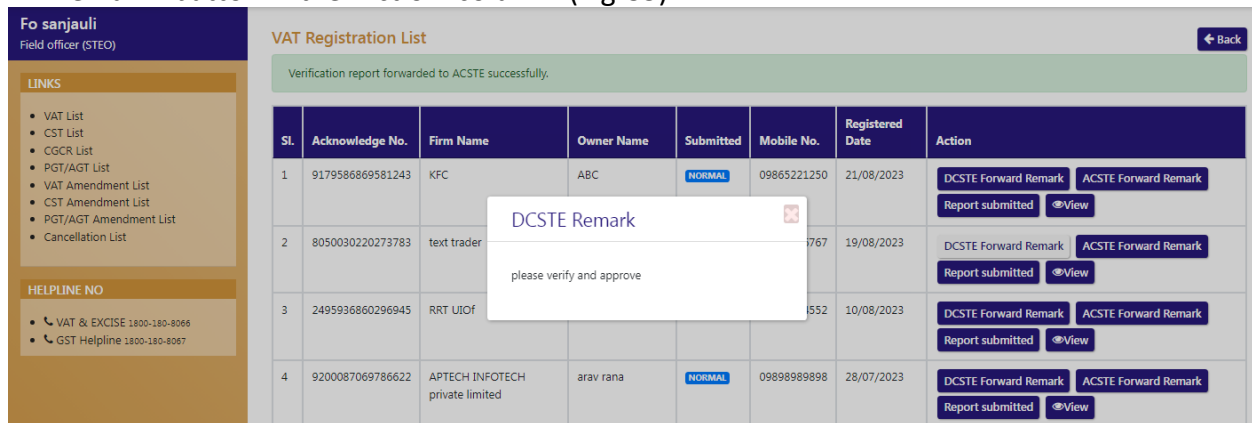


Fig-35: DCSTE Remark

96. Field Officer (STEO)can view the Circle Officer (ACSTE)remark by clicking “ACSTE Forward Remark” button in the ‘Action’ column. (Fig-36)

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	DCSTE Forward Remark Report submitted ACSTE Forward Remark View
2	8050030220273783	text trader			767	19/08/2023	DCSTE Forward Remark Report submitted ACSTE Forward Remark View
3	2495936860296945	RRT UIOF			552	10/08/2023	DCSTE Forward Remark Report submitted ACSTE Forward Remark View

Fig-36: ACSTE Remark

3. CST Registration

3.1. Getting Started (Dealer)

To start the application:

97. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
98. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
99. Once the web site is connected the Home page will appear as shown below (Fig–37).
100. On the left hand side of the home page there is a CST Registration link. Click on this link.

Fig-37: Home Page

101. A new screen will open (Fig-35). This screen displays the details required to be filled by the dealer to apply for new CST registration.
102. To apply for the new registration, dealer has to fill all the details of CST Registration.
103. Dealer has to fill the details of “Business Details” page shown (Fig-38).

CST Registration

BUSINESS DETAILS

VAT Tin/Ack No:*	Owner Name:*	Form Type:
<input type="text"/>	<input type="text"/>	FORM CST-A
Email Id:*	Mobile No:*	Business prop/partner/director name:*
<input type="text"/>	<input type="text"/>	<input type="text"/>
State:	Zone:	District:*
Himanchal Pradesh	--Select--	--Select--
Circle:*	Status of Applicant:*	
--Select--	--Select--	

Additional Places Of Business

Use of Premises:*	If Others, please Specify:	House No/Address:
--Select--	<input type="text"/>	<input type="text"/>
Village Town City:*	State:	District:*
<input type="text"/>	Himanchal Pradesh	--Select--
tehsil:	Pin Code:*	STD code:*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone No.:*		
<input type="text"/>		

The Business Is

Wholly:	Mainly:	Partly:*
--Select--	--Select--	--Select--

Particulars relating to registration licence, permission etc. issued under any law for the time being in force, of the dealer:	Chamber of Commerce, Trade Association or Commercial Body of which Dealer is Member:	Accounting Language:*
<input type="text"/>	<input type="text"/>	--Select--
Business Start Date:	First Inter State Sale Date:	Account From:*
dd-mm-yyyy	dd-mm-yyyy	--Select--
Account Sale:*		
--Select--		

Save

Click on Next button

Fig-38: Business Details Page

❖ Business Details

- **VAT Tin/Ack No** – Enter VAT TIN No or Acknowledgement No
- **Owner Name** – Auto-populated
- **Email Id**- Enter email-id details
- **Mobile No**- Auto-populated

- **Business prop/partner/director name-** Enter the name
- **State-** Auto-populated
- **Zone-** Select from dropdown
- **District-** Auto-populated
- **Circle-** Auto-populated
- **Status of Applicant-** Select from dropdown
- ❖ **Principal Place of Business**
 - **Principal Place of Business-** Enter the details
 - **House No/Address-** Enter the details
 - **Village/Town/City-** Enter the details
 - **State-** Auto-populated
 - **Zone -**Select from dropdown
 - **District-** Auto-populated
 - **Circle-** Select from dropdown
 - **Telephone No-** Enter the details
 - **Fax No-** Enter the details
 - **Mobile No-** Enter the details
 - **Email-ID-** Enter the details
- ❖ **Additional Places of Business**
 - **Use of Premises-** Auto-populated
 - **If Others, please Specify-** Enter the details
 - **House No/Address-** Enter House No
 - **Village Town City-** Auto-populated
 - **State-** Auto-populated
 - **District-** Auto-populated
 - **Tehsil-** Auto-populated
 - **Pin Code-** Enter the pin code
 - **STD code-** Enter the STD code
 - **Telephone No-** Enter the telephone no
- ❖ **The Business is**
 - **Wholly-** Select from dropdown
 - **Mainly-** Select from dropdown
 - **Partly-** Select from dropdown
 - **Particulars relating to registration licence, permission etc, issued under any law for the time being in force, of the dealer: -** Enter the details
 - **Chamber of Commerce, Trade Association or Commercial Body of which Dealer is Member-** Enter the details
 - **Accounting Language-** Select from dropdown
 - **Business Start Date-** Select from date
 - **First Inter State Sale Date-** Select from date
 - **Account From-** Select from dropdown
 - **Account Sale-** Select from dropdown

104. Dealer has to fill VAT Tin/Ack No first so that all relevant data will be auto-populated.

105. After filling all the details in “Business Details” page, click on “Save” button.
106. On click of Submit, Acknowledgement Receipt will be generated and the following screen will be displayed (Fig-39). Take a print out of this receipt for future use

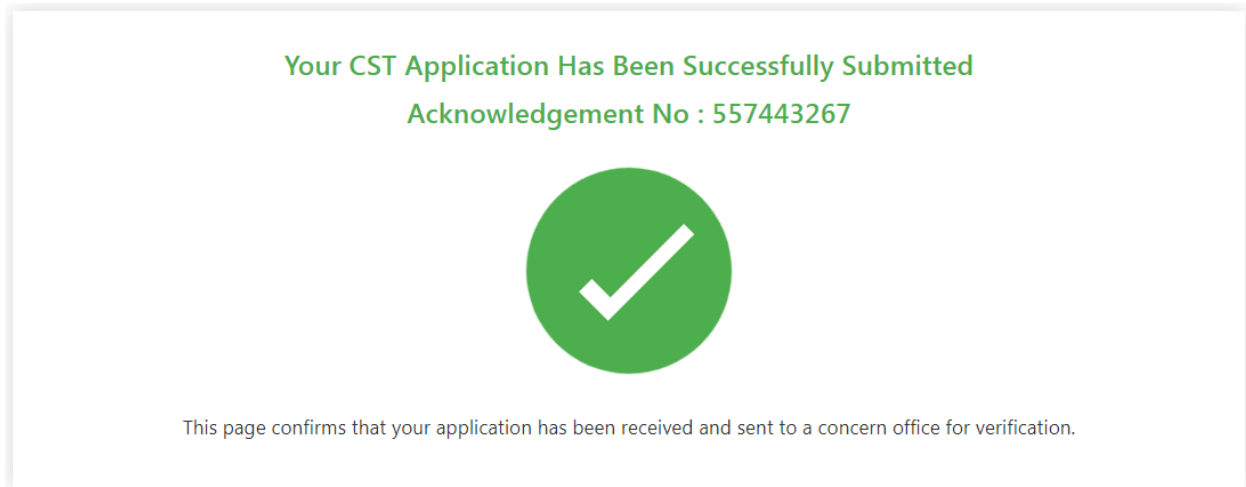


Fig-39: Acknowledgement No generated Screen

3.2. Getting Started (District Officer)

To start the application:

107. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
108. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
109. Once the web site is connected the Home page will appear as shown below (Fig-40).
110. On the left hand side of the home page there is a login section.

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Fig-40: Home Page

111. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
112. Click on " Login" button will redirect the user to the listing page (Fig-41).

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	5038117983155779	AMb Organization	susmita saho	NORMAL	07845223888	23/08/2023	ACSTE- Mail Road	23/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112120 Download Registration Certificate Re-Allocate Request List View
2	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE- Sanjauli	23/08/2023	Forwarded for Inspection	STEO- Sanjauli	23/08/2023	Impacted	DCSTE Forward Remark ACSTE Forward Remark View
3	4669911463021174	BNM	ABC	SUD-MOTO	09812345678	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully TIN No : 02101101010 Download Registration Certificate View

Fig-41: DO Listing Page

113. District Officer (DCSTE) can view the CST List by clicking "CST List" button on left side.
114. By clicking "CST List" button, the CST Listing page will appear. (Fig-42)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Do shimla District Officer (DCSTE)													
CST Registration List													
Show 10 entries Search: <input type="text"/>													
Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	7936400712236204	XYZ	nishi	NORMAL	07591008626	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE View
2	1432770369160147	TEST	ABC TRADERS	NORMAL	09114809461	18/08/2023	ACSTE- Mall Road	18/08/2023	Approved	STEO- Mall Road	18/08/2023	Inspected	DCSTE Forward Remark Approved Successfully Downloaded Registration Certificate Hearing Notice List View
3	2495936860296945	Sumit Sharma	WWERT	NORMAL	02365214552	10/08/2023	ACSTE- Mall Road	10/08/2023	Approved	STEO- Mall Road	10/08/2023	Inspected	DCSTE Forward Remark Re-Allocate Request List Approved Successfully Hearing Notice List View

Fig-42: CST Listing Page

115. District Officer (DCSTE) can view the application by clicking the “View” button on the Action column.

116. By clicking “View” button, the application details will appear. (Fig-43)

Do shimla District Officer (DCSTE)		
LINKS <ul style="list-style-type: none"> • VAT List • CST List • CGCR List • PGT/AGT List • Assessment List • VAT Amendment List • e-Return List • e-Payment List • Initiate Suspension Notice • Suspension List • Activate Suspended Dealers • Activation List • Initiate Cancellation • Cancellation List • SUO-MOTO Registration-VAT • SUO-MOTO Registration-CST • SUO-MOTO Cancellation • Conversion From 14(2) to 14(1) • PGT/AGT Amendment List • Quarter Clearance • Block/Unblock TIN 		
CST Registration		
1.BUSINESS DETAILS		
VAT Tin/Ack No: 021011010184	Owner Name: nishi	Form Type: FORM CST-A
Email ID: teenachetry2393@gmail.com	Mobile No: 07591008626	Business prop/partner/director name: XYZ
State: Himanchal Pradesh	Zone: South Zone	District: Shimla
Circle: Mall Road	Status of Applicant: Co-operative Society	2.PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS
Principal Place of Business: shimla	House No./Address: shimla	Village/Town/City: shimla
State: Himanchal Pradesh	Zone: South Zone	District: Shimla
Circle: Mall Road	Telephone No:	Fax No:
Mobile No: 07591008626	Email ID: teenachetry2393@gmail.com	
3.Additional Places Of Business		
Use of Premises: Sale Outlet	If Others, please Specify:	House No./Address: shimla
Village/Town/City: shimla	State: Himanchal Pradesh	District: Shimla
tehsil: SHIMLA	Pin Code: 123456	STD Code:
Telephone No:		

Fig- 43: View Page

117. District Officer (DCSTE) can assign a Circle Officer (ACSTE) by clicking the “Assign to ACSTE” button in Action Column

118. While clicking “Assign to ACSTE” button, a screen will appear where District Officer (DCSTE) can select a Circle Officer (ACSTE) from the dropdown (Fig-44) .

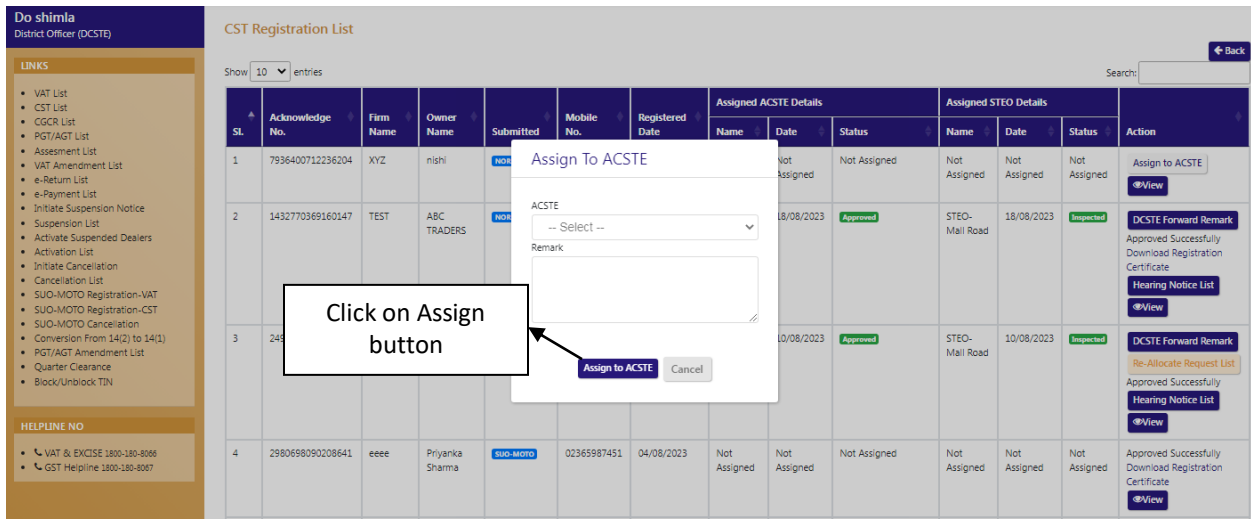


Fig-44: Assign to Circle Officer (ACSTE) Page

❖ **Assign To Circle Officer (ACSTE)**

- **Circle Officers** – Select from dropdown

119. After selecting Circle Officers, click on “Assign to Circle Officer” and the task will be assigned to that Circle Officers.
120. District Officer (DCSTE) can click “Cancel” button to cancel the assign to Circle Officer (ACSTE) screen.
121. After assigning a Circle Officer, then a Successful message will appear (Fig-45).

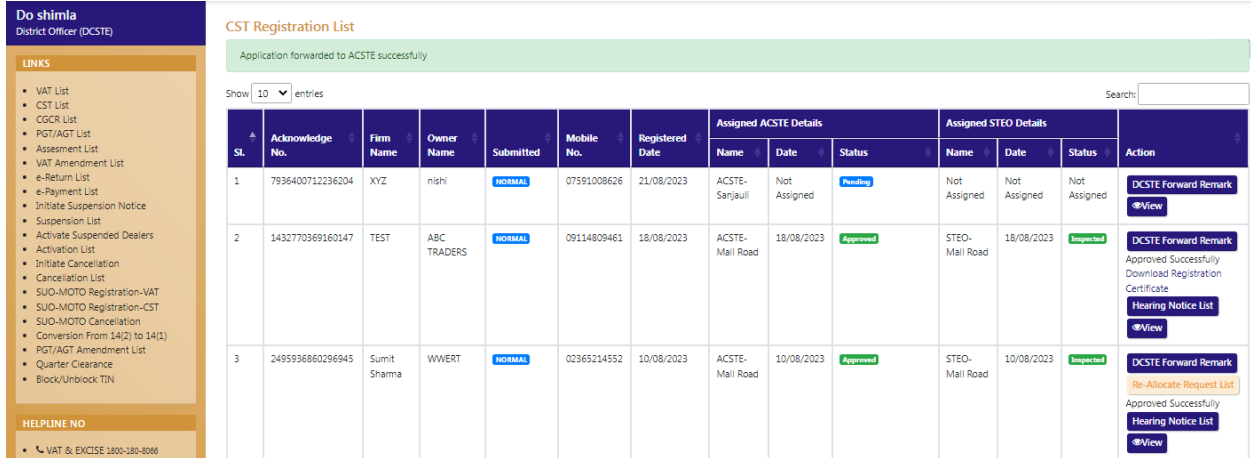


Fig-45: Successful Assign Page

122. District Officer (DCSTE) can check the verification report by clicking the “Show Verify Report” button in the ‘Action’ column.
123. While clicking “Show Verify Report” button, a screen will appear where District Officer (DCSTE) can check “Verify Report”. (Fig-46)

DEPARTMENT OF STATE TAXES AND EXCISE

Government of Himachal Pradesh



FORM VAT-IV
[See rule 5(1)]

CERTIFICATE OF REGISTRATION (GENERAL /VAT REGISTRATION)

TIN : 021011010710

DISTRICT : Shimla

This is to certify that the business known as M/s UAT Trader whose principal place of business in Himachal Pradesh is situated at Shimla town/village Shimla post office Tehsil District Shimla has been registered as a dealer/person under sub-section (1)/(2) of section 14 of the Himachal Pradesh Value Added Tax Act,2005.

2. The business is

Sr.No	Principal Activities
1	

and has additional places of Business at

Sr.No.	Branch Name	Business Type	Address
1.	Shimla	Factory	Shimla, Shimla, Himachal Pradesh

Fig-48: Registration Certificate

127. District Officer (DCSTE) can check the hearing notice by clicking the "Hearing Notice" button in the 'Action' column.
128. While clicking "Hearing Notice" button, a "Hearing Notice List" will appear where District Officer (DCSTE) can check the hearing notice details. (Fig-49)

Hearing Notice List Back

Show entries Search:

Sl.	Deficiencies	Hearing Date	Hearing Time	Stamp & Signature	Reason	Hearing Notice PDF
1	rfwafw	21-Jun-2023	03:00		ffrwaefwe	Chopra Group of Company1687168073.pdf
2	rfwafw	21-Jun-2023	03:00		ffrwaefwe	Chopra Group of Company1687168077.pdf

Showing 1 to 2 of 2 entries Previous Next

Fig-49: Hearing Notice List Page

3.3. Getting Started (Circle Officer)

To start the application:

129. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
130. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
131. Once the web site is connected the Home page will appear as shown below (Fig–50).
132. On the left hand side of the home page there is a login section.

LOGIN

Login Here

Username

Password

Captcha

Login

[Forgot Password](#)

LINKS

- VAT Registration
- CST Registration
- CGCR Registration
- PGT Registration

DEALER LISTING

- Dealer Search

GST

- GST Registration
- Know your GST

Welcome

Shri Sukhvinder Singh Sukhu
Hon'ble Chief Minister

Vision:
Towards Economic Self Reliance

Mission of ETD:
Mobilizing Public Revenue for social and economic development of the State through effective Tax Administration in a symbiotic business environment.

WHAT'S NEW

- Himachal Pradesh Sadhbhawana Legacy Cases Resolution Scheme, 2023- procedure
- Final seniority list of Clerk and Jr. Asstt.
- Office order regarding seniority list of Class-IV
- Expression of Interest (EOI) for Finalization of Hologram Specifications
- Amendment in VAT rate on Diesel
- Toll Announcements-2023 containing Terms and conditions

General

Post Query
Feedback
Checklist & Procedure
Draft GST Return Design,
Principles And Formats
Comment / Feedback input on GST Returns and Design forms (please be sent in prescribed format only by email.

- To GST Council Secretariat at gstc.secretariat@gov.in
- To ETD HP rakesh.sharma@mailhptax.gov.in / infoost@mailhptax.nov.in

View

GST FAQ
VAT FAQ
Tenders
Advertisement

Form Finder

GST Form
VAT Forms
CST Forms
CGCR Forms
PGT Forms
M&TP Forms
Downloads

Tax Haat Corner

Submit Query
View Status of Query

Fig-50: Home Page

133. The first step is to login to the Tax application by entering 'Username', 'Password' and 'Captcha'.

134. Click on "Login" button will redirect the user to the listing page (Fig-51).

SL	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	4599733926599940	QQQQQ	WWWW	NORMAL	07845223888	23/08/2023	ACSTE-Sanjauli	23/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 02101101121 Download Registration Certificate View
2	91795066869581243	KFC	ABC	NORMAL	08665221250	21/08/2023	ACSTE-Sanjauli	23/08/2023	Forwarded for Inspection	STEO-Sanjauli	23/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Send Back Approve Reject Show Verify Report View

Fig-51: CO Listing Page

135. Circle Officer (ACSTE) can view the CST List by clicking "CST List" button on left side.

136. By clicking "CST List" button, the CST Listing page will appear. (Fig-52)

SL	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	7936400712236204	XYZ	nishi	NORMAL	07591008626	21/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Request To Re-Allocate Other CO Assign Task for Report and Verification Approve & Submit Report View
2	2980698090208641	eeee	Priyanka Sharma	SUO-MOTO	02365987451	04/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully Download Registration Certificate View

Fig-52: CST Listing Page

137. Circle Officer (ACSTE) can assign a Verifier by clicking the "Assign Task for Report and Verification" button in Action Column

138. While clicking "Assign Task for Report and Verification" button, a screen will appear where Circle Officer (ACSTE) can select a Verifier from the dropdown (Fig-53).

SL	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	7936400712236204	XYZ	nishi	NORMAL	07591008626	21/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Request To Re-Allocate Other CO Assign Task for Report and Verification Approve & Submit Report View
2	2980698090208641	eeee	Priyanka Sharma	SUO-MOTO	02365987451	04/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully Download Registration Certificate View
3	5095900159986932	tina	Teena Thakur chetry	NORMAL	07591008626	21/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Re-allocate Request Sent View

Fig-53: Assign to Field Officer (STEO)Page

❖ **Assign Task for Report and Verification**

- **Verifying Officers** – Select from dropdown
- **Remark** – Enter the details

139. After selecting Verifying Officers and entering the remark, click on “Assign Task for Report and Verification” and the task will be assigned to that Verifying Officers.

140. Circle Officer (ACSTE)can click “Cancel” button to cancel the assign to Field Officer (STEO)screen.

141. After assigning a Field Officer, then a Successful message will appears (Fig-54).

Co sanjauli
Circle officer (ACSTE)

LINKS

- VAT List
- CST List
- CGCR List
- PGT/AGT List
- VAT Amendment List
- PGT/AGT Amendment List
- CST Amendment List
- e-Return List
- e-Payment List
- Initiate Suspension Notice
- Suspension List
- Activate Suspended Dealers
- Activation List
- Initiate Cancellation
- Cancellation List
- SUO-MOTO Registration-VAT
- SUO-MOTO Registration-CST
- SUO-MOTO Cancellation
- Conversion From 14(2) to 14(1)
- Quarter Clearance
- e-CST Cancellation
- Block/Unblock/TN

CST Registration List

Application forwarded to STEO for verification successfully

Show 10 entries

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	7936400712236204	XYZ	nishi	NORMAL	07591008626	21/08/2023	ACSTE-Sanjauli	23/08/2023	Forwarded for Inspection	STEO-Sanjauli		Pending	DCSTE Forward Remark Assigned to Field Officer. View
2	2980698090208641	eeee	Priyanka Sharma	SUO-MOTO	02365987451	04/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully Download Registration Certificate View
3	5095900159986832	tina	Teena Thakur chetry	NORMAL	07845223888	01/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE forward Remark Re-allocate Request Sent View

Fig-54: Successful Assign Page

142. Circle Officer (ACSTE)can approve the registration by clicking “Approve & Submit Report” button in the ‘Action’ column.

143. By clicking “Approve & Submit Report” button, “Initiate Advisory Details” page will appear(Fig-52)

Initiate Advisory Details

Appointment Details

Acknowledgment No: 4794400037944045

Business Name: ssd

* Appointment Date Time: dd-mm-yyyy --:--:41 --

* Contact Person Name: Amrit

Mobile No: 09999999999

Contact Person Designation:

Date Of Liability: 19-06-2023

Return Type: Select

- Site visit to the business premises - verification thereof.
- Submission of report with recommendations for registration or otherwise.
- Verification / report on any matter specifically desired by the assessing authority.
- Verification of genuineness of sureties.
- Verification of stock.

* Remarks

[Submit](#)

Fig-52: Initiate Advisory Details

❖ **Appointment Details**

- **Appointment Date/Time**- Select date and time
- **Return Type**- Select from dropdown
- **Remarks**- Enter the details

144. After filling all the details of “Initiate Advisory Details”, Click on Submit button.
 145. After clicking “Submit” button, application successful page will appear (Fig-53).

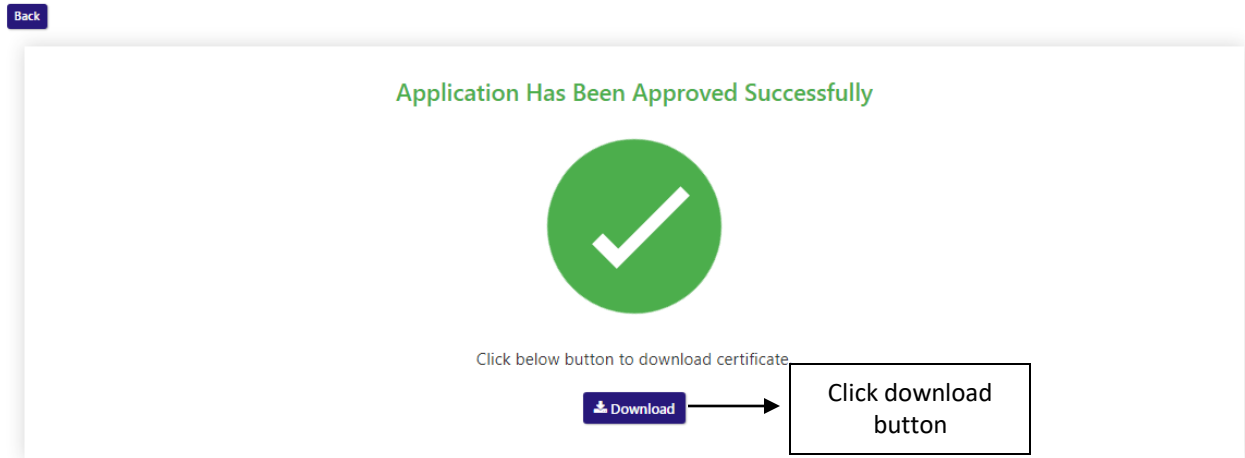


Fig-53: Application Successful page

146. Circle Officer (ACSTE) can download the certificate by clicking “download” button (Fig-53)
 147. Circle Officer (ACSTE) can reject the registration application by clicking “Reject” button in the ‘Action’ column.
 148. By clicking “Reject” button, then a “Verification Failure” screen will appear (Fig-54).

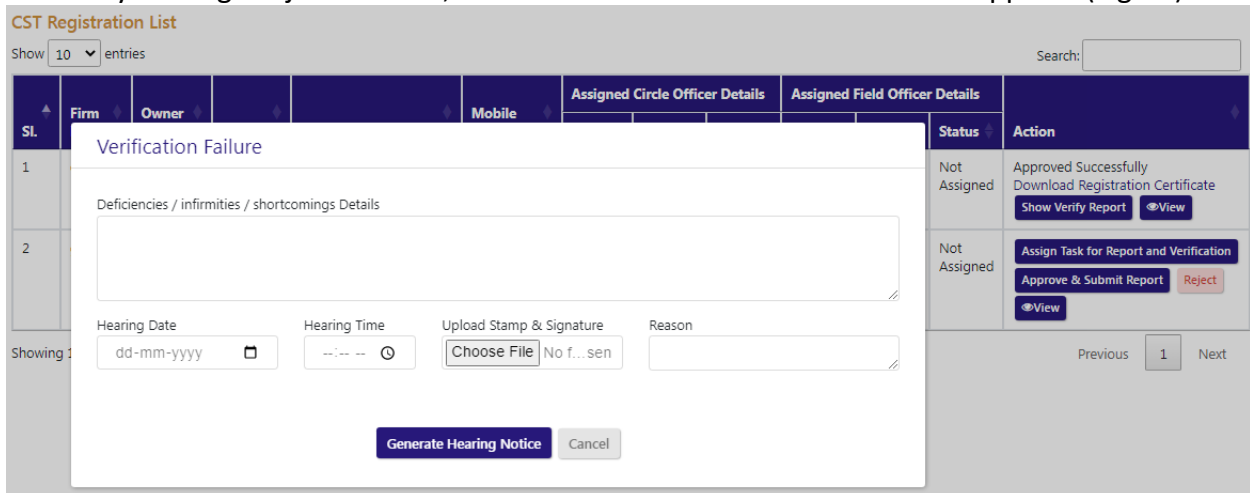


Fig-54: Verification Failure Page

❖ **Verification Failure**

- **Deficiencies / infirmities / shortcomings Details**- Enter the details
- **Hearing Date**- Select the date

- **Hearing Time**- Select the time
- **Upload Stamp & Signature**- Upload photo
- **Reason**- Enter the details

149. In “Verification Failure” page, Circle Officer (ACSTE)needs to fill all the details and then clicks on “Generate Hearing Notice”
150. While clicking a hearing notice will be sent to dealer’s email address and was notified in District Officer (DCSTE)listing page.
151. Circle Officer (ACSTE)can send a hearing notice for 3 times. After that Circle Officer (ACSTE)will Reject the registration application.
152. Circle Officer (ACSTE)can checks the verification report by clicking the “Show Verify Report” button in the ‘Action’ column.
153. While clicking “Show Verify Report” button, a screen will appear where Circle Officer (ACSTE)can checks “Verify Report”. (Fig-55)

The screenshot shows a web application interface for 'Verify Report'. A modal window is open, displaying the following information:

Inspection No 1	
Conatct Person Name	: Somanath
Conatct Person Designation	:
Business Name	: qe
Mobile No.	: 09776616529
Appointment Date Time	: 21-06-2023 06:33:26
Inspection Remarks	dsds
Check List	1. Submission of report with recommendations for registration or otherwise.
Un Check List	1. Site visit to the business premises - verification thereof 2. Verification / report on any matter specifically desired by the assessing authority. 3. Verification of genuineness of sureties. 4. Verification of stock.

In the background, a table with columns 'Status' and 'Action' is visible. The 'Status' column has 'Not Assigned' entries. The 'Action' column contains buttons: 'Approved Successfully', 'Download Registration Certificate', 'Show Verify Report', 'Assign Task for Report and Verification', 'Approve & Submit Report', and 'Reject'. There are also 'View' icons next to some buttons.

Fig-55: Verify Report Page

154. District Officer (DCSTE) can view the application by clicking the “View” button on the Action column.

155. By clicking “View” button, the application details will appear (Fig-56).

CST Registration

[← Back](#)

Business Details

VAT Tin/Ack No: 02101101124 Owner Name: fddsf Email Id: sujeetjena11@gmail.com

Business prop/partner/director name: gfdg Status of Applicant:

Additional Places Of Business

Use of Premises:	If Others, please Specify:	House No./Address:
Village Town City:	State:	
Tehsil:	Pin Code:	STD code:
Telephone No.:		

The Business Is

Wholly:	If Others, please Specify:	Mainly:
	0	
If Others, Please specify:	Partly:	If Others, Please specify:
0	Chat service	

Particulars relating to registration licence, permission etc, issued under any law for the time being in force, of the dealer: ewr Chamber of Commerce, Trade Association or Commercial Body of which Dealer is Member: erwer Accounting Language: English

Business Start Date: 2023-06-19 First Inter State Sale Date: 2023-06-20 Account From: April to March

Account Sale:

Fig- 56: View Page

3.4. Getting Started (Field Officer)

To start the application:

156. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
157. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
158. Once the web site is connected the Home page will appear as shown below (Fig-57).
159. On the left hand side of the home page there is a login section.

Fig-57: Home Page

160. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
161. Click on " Login" button will redirect the user to the listing page (Fig-58).

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted View
2	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted View
3	2495936860296945	RRT UIOF	WWERT	NORMAL	02365214552	10/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted View
4	9200087069786622	APTECH INFOTECH private limited	arav rana	NORMAL	09898989898	28/07/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted View

Fig-58: FO Listing Page

162. Field Officer (STEO) can view the CST List by clicking “CST List” button on left side.

163. By clicking “CST List” button, the CST Listing page will appear. (Fig-59)

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action
1	7936400712236204	XYZ	nishi	NORMAL	07591008626	21/08/2023	DCSTE Forward Remark Submit Field Report View
2	3648205856451397	ASP	susmita	NORMAL	07845223888	27/07/2023	DCSTE Forward Remark Report submitted View
3	4907218964394729	Test Partner	Rashmiranjan sahu	NORMAL	09114809461	26/07/2023	DCSTE Forward Remark Submit Field Report View
4	8469363647631576	WWWWW	GT TECHNOLOGY	NORMAL	07845223888	18/07/2023	DCSTE Forward Remark Report submitted View
5	7436575985073434	18	Minni	NORMAL	07845223888	13/07/2023	DCSTE Forward Remark Report submitted View
6	2375407283566048	gfdg	fddsf	NORMAL	09865221250	19/06/2023	Report submitted View

Fig-59: FO Listing Page

164. Field Officer (STEO) can view the application by clicking the “View” button on the Action column.

165. By clicking “View” button, the application details will appear (Fig-60).

1. BUSINESS DETAILS

VAT Tin/Ack No: 021011010184
 Owner Name: nishi
 Form Type: FORM CST-A
 Email Id: teenachetry2393@gmail.com
 Mobile No: 07591008626
 Business prop/partner/director name: XYZ...
 State: Himanchal Pradesh
 Zone: South Zone
 District: Shimla
 Circle: Mall Road
 Status of Applicant: Co-operative Society
 Principal Place of Business: shimla
 House No./Address: shimla
 Village/Town/City: shimla
 State: Himanchal Pradesh
 Zone: South Zone
 District: Shimla
 Circle: Mall Road
 Telephone No:
 Fax No:
 Mobile No: 07591008626
 Email ID: teenachetry2393@gmail.com

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS

Village/Town/City: shimla
 District: Shimla
 Fax No:

3. Additional Places Of Business

Use of Premises: Sale Outlet
 If Others, please Specify:
 House No./Address: shimla
 Village Town City: shimla
 State: Himanchal Pradesh
 District: Shimla
 tehsil: SHIMLA
 Pin Code: 123456
 STD Code:

Fig- 60: View Page

166. Field Officer (STEO) can approve the registration by clicking “Submit Field Report” button in the ‘Action’ column.

167. By clicking “Submit Field Report” button, “Initiate Advisory Details” page will appear (Fig-61)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Initiate Advisory Details

Appointment Details

Acknowledgment No: 4794400037944045	Business Name: ssd	* Appointment Date Time: dd-mm-yyyy --:--:41 --
* Contact Person Name: Amrit	Mobile No.: 09999999999	Contact Person Designation:
Date Of Liability: 19-06-2023	Return Type: Select	

1 Site visit to the business premises - verification thereof.

2 Submission of report with recommendations for registration or otherwise.

3 Verification / report on any matter specifically desired by the assessing authority.

4 Verification of genuineness of sureties.

5 Verification of stock.

* Remarks

Submit

Fig-61: Initiate Advisory Details

❖ Appointment Details

- **Appointment Date/Time-** Select date and time
- **Return Type-** Select from dropdown
- **Remarks-** Enter the details

168. After filling all the details of “Initiate Advisory Details”, Click on Submit button.

169. After submitting the details, then a successful message will appear on the screen and the data will reflect in Circle Officer (ACSTE)screen.

CST Registration List

Verification report forwarded to circle officer successfully.

Sl.	Firm Name	Owner Name	District	Email ID	Mobile No.	Action
1	gfdg	fdssf	Shimla	sujeetjena11@gmail.com	09865221250	Feedback List View

Click on list button

Fig-62: Verification Successful page

170. Field Officer (STEO) can check the verification report by clicking the “Report Submitted” button in the ‘Action’ column.

171. While clicking “Feedback List” button, a screen will appear where Field Officer (STEO) can check “Verify Report”. (Fig-63)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

The screenshot shows a 'Verify Report' window with the following details:

Inspection No 1	
Circle Officer Remark	:
Contact Person Name	: fddf
Contact Person Designation	:
Business Name	: gfdg
Mobile No.	: 09865221250
Appointment Date Time	: 21-06-2023 10:06:07
Inspection Remarks	fdf
Check List	1. Site visit to the business premises - verification thereof.
Un Check List	1. Submission of report with recommendations for registration or otherwise. 2. Verification / report on any matter specifically desired by the assessing authority. 3. Verification of genuineness of sureties. 4. Verification of stock.

Fig-63: Feedback List Page

172. Field Officer (STEO) can check the verification report by clicking the “DCSTE Forward Remark” button in the ‘Action’ column. Fig-64

The screenshot shows the 'CST Registration List' page with a table of registrations and a 'DCSTE Remark' popup window.

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action
1	7936400712236204	XYZ	nishi	NORMAL	07591008626	21/08/2023	DCSTE Forward Remark Submit Field Report View
2	3648205856451397	ASP	susmita	NORMAL	07845223888	27/07/2023	DCSTE Forward Remark Report submitted View
3	4907218964394729	Test Partner	Rashmiranjan sahu	NORMAL	09114809461	26/07/2023	DCSTE Forward Remark Submit Field Report View
4	8469363647631576	WWWWW				18/07/2023	DCSTE Forward Remark Report submitted View
5	7436575985073434	18				13/07/2023	DCSTE Forward Remark Report submitted View
6	2375407283566048	gfdg				19/06/2023	Report submitted View

The 'DCSTE Remark' popup window shows the text: "DCSTE Remark" and "remark".

Fig-64: DCSTE Remark page